

February 26, 2015

Dear Vendor:



Thank you for your interest in being a part of the City of San Pablo's July 4th Family Celebration. The 2015 July 4th Family Celebration will be held at the El Portal Soccer Field, 2600 Moraga Rd in San Pablo on Saturday, July 4, 2015. Please refer to the information below for more details on the event.

Setup/Breakdown/Event Hours: The Festival will run from 4:00pm-9:00pm. For unloading and set-up purposes, vehicles will be allowed on site from 11:00am-3:00pm on July 4th. Vendor passes will be given for access onto the site. Vehicles should not be blocking streets, roadways, crosswalks while unloading. Vehicles must be removed by 3:00pm. You may close your space at any time, but if you wish to remove your merchandise from the site before the ending times, you will have to walk or hand-truck your merchandise off the site. The clean-up of the vendor area is the responsibility of the vendor. Area must be cleaned immediately upon closing. Trash cans and recycling bins will be provided by the event and distributed throughout the festival area.

Vendor Décor/Amplified Music: The Festival Committee asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. Signage and decorations of vendors is encouraged as long as it is in good taste and doesn't interfere with neighboring vendors. The Festival Committee reserves the right to remove any decor or message deemed inappropriate for the event. No amplified music (i.e. boomboxes) is allowed that interferes with neighboring vendors and stage performances.

Merchandise or Informational Vendor Space: Vendor space is approximately 10ft.x10 ft. Two (2) chairs and one (1) six foot table will be available per vendor space. Individual trash bins are not included. You will need to provide any special display/canopy needs such as clamps or wall coverings as well as any other equipment necessary to run your booth.

Food Vendor Space: Please check in when you arrive at the registration tent. Individual trash bins are not included. You will need to provide your own food tent. Food booths must meet all Contra Costa County Health and Fire Protection District guidelines and may be subject to closure if not followed. The City is not responsible in making sure food vendors follow these requirements. Please make sure you bring sandbags or weights to hold down your food tent. Your booth must close no later than the end of the fireworks show. If you are still present during the fireworks show, please make sure all lighting is turned off for the duration of the show (you may operate a small lamp to illuminate your booth). Homemade foods are not allowed.

Creating Community Through People, Parks & Programs

Main Address: 2450 Road 20 • San Pablo, CA 94806
Mailing Address: 13831 San Pablo Avenue • San Pablo, CA 94806
Main: 510-215-3086 • Fax: 510-215-3015
www.SanPabloCA.gov

Food Vendor Plating and Cutlery: In an effort to promote an environmentally friendly community, section 5.13.030 of the City of San Pablo Municipal Code prohibits the use of plastic foam disposable food ware (Styrofoam™) and encourages the use of compostable, recyclable and reusable food ware. Please use paper or biodegradable plates and cutlery.

Health Permits: Vendors selling food and other consumable items must have completed the Contra Costa County Health Temporary Food Permit before any food items can be sold. The Festival Committee will process health permits for those applications and fees received by June 10th. Guideline information can be found at www.cchealth.org/eh under "Apply for Temporary Food Facilities". Food vendors must provide a list of all foods to be sold. Items not listed cannot be sold. Any non-compliant additional vendor inspection fees incurred as a result of a food vendor's failure to comply will be billed to the vendor.

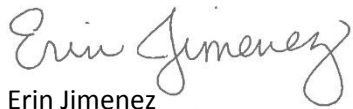
Electrical: Power is for food vendors only. Electric charges are based on 120 volt hook-ups. Our receptacles are 20 amp twist lock, 3 wire (female). You will be required to supply a surge protector or UL approved (male) adaptor to match plus 50' to 100' of heavy duty cord and any other extension cords that you require. Every vendor is responsible for taping down their own cords. Vendors must supply power requirements with applications to be provided hook-ups. Any hook-ups found to be unsafe will be disconnected.

Vendor fees are not refundable. Vendors will only be refunded if the event is cancelled due to severe weather or other acts of nature.

Sponsorship Opportunities: Consider becoming a sponsor for this event. If you are a bronze sponsor for the event your booth fees will be waived. Depending on the sponsorship level, you can have your logo on our website, a sign at one of the carnival games and your logo on all promotional materials. Please refer to the enclosed sponsorship flyer for more information.

If you have any questions, please feel free to contact me at 510-215-3084.

Sincerely,



Erin Jimenez
City of San Pablo
Recreation Program Assistant
510-215-3084
erinj@sanpabloca.gov

Enclosures:

- Vendor Application Form
- Sponsorship Flyer